

DEPARTMENT OF CONSUMER AFFAIRS
COURT REPORTERS BOARD OF CALIFORNIA
MINUTES OF THE OPEN SESSION
NOVEMBER 14, 2002

CALL TO ORDER

Ms. Julie Peak, Chair, called the meeting to order at 5:03 p.m. in the Kennedy Room at the Westin Los Angeles Airport Hotel.

ROLL CALL

Board Members Present:

Julie Peak, Chair, CSR
Karen Gotelli, Vice Chair, Public Member
Gary Cramer, CSR

Board Members Absent:

John Hisserich, Public Member
Alfred Knoll, Public Member

Staff Present:

David E. Brown, Executive Officer
George Ritter, Staff Legal Counsel
Joseph Zimring, Deputy Attorney General
Connie Conkle, Administrative Staff
Gabriela Diaz, Asst. Licensing Coordinator
Gail Jones, Enforcement Coordinator
Kim White, Licensing Coordinator

MINUTES

Ms. Peak asked if there were any additions or changes to the open session minutes of October 15, 2002. Ms. Karen Gotelli requested the following change be made:

- Page 2 under Minutes, the correction to the August 1, 2002 minutes should read as, "*Ms. Peak, Board liaison, and Mr. Cramer, Task Force member.*"

Mr. Cramer requested the following changes:

- Page 3 under Draft Strategic Plan, Vision Statement, item #1, the word "applicant's" should be replaced with "*applicants*'."
- Page 5, line 3, the word "*has*" should be replaced with the word "*have*".

Mr. Cramer moved to accept the minutes as amended. Ms. Gotelli seconded the motion; **MOTION CARRIED.**

REGULATIONS

Mr. David Brown stated regulations 2412 and 2418 are now in effect as of September 1, 2002. Regulation 2473 regarding the minimum transcript format standards is now in effect as of August 30, 2002. Regulations 2411, 2413, 2414, and 2418 were sent to the Office of Administrative Law (OAL) on October 25, 2002. OAL has until December 11, 2002 to review and approve the regulation. The package will then be sent to the Secretary of State. Regulation 2474 regarding deposition summaries was signed by the director of the Department of Consumer Affairs on November 13, 2002 and was submitted to OAL for review.

EXECUTIVE OFFICERS REPORT

Mr. Brown reviewed the motion/action items from the October 15, 2002 Board meeting. He reviewed the following items with the Board:

- Ms. Peak directed staff at the last meeting to contact applicants regarding the elimination of the five-year requirement to sit for the exam. Mr. Brown stated staff was currently reviewing files and will send out notification to applicants that they are now eligible to sit for the exam.
- Mr. Brown stated staff has scheduled a meeting with DCA to determine a timeline for the Board's next newsletter. He stated staff would be developing an informational letter to send to all licensees regarding the upcoming changes in law affecting court reporters. The newsletter would act as a supplement to the letter along with other articles.
- Mr. Brown shared with the Board the flyer that was sent to examinees listing the items that could and could not be brought into the examination rooms.
- Mr. Brown reviewed the costs of conducting the exam out of state. The cost would be in the range of \$4,000 - \$7,200 per state. He stated staff would start compiling statistics regarding how many out-of-state examinees apply for the exam, and the state from which the applicant is applying. Mr. Cramer suggested staff research possible states that are currently laying off court reporters as potential exam sites.

DRAFT STRATEGIC PLAN/SCHOOL PERFORMANCE REVIEW

Ms. Peak stated Mr. Brown is currently working with Mr. Dennis Mehl from the Department of Finance on the draft strategic plan Mr. Mehl will take over as facilitator of the project. Mr. Brown stated Mr. Mehl recommended the performance review of the Executive Officer, the strategic plan and the school performance review be tied together into one comprehensive plan for the Board to use to plan for the next couple of years. Ms. Peak stated Mr. Mehl recommended that the Board revise the current plan with the information that was compiled at the May session rather than compiling a brand new strategic plan. Mr. Mehl also stated he felt the mission and vision statement should be switched. After a brief discussion, Mr. Cramer made a motion for Mr. Brown and Ms. Peak to merge the last approved strategic plan with the information that was compiled at the May 2002 strategic planning session into one document, switch the mission and vision statement, and bring it back to the next Board meeting for approval. Ms. Gotelli seconded the motion; **MOTION CARRIED.**

RECOMMENDATIONS FROM JUNE 8, 2002 EDUCATION SUBCOMMITTEE MEETING

Ms. Peak stated the Education Subcommittee met before the board meeting to draft language regarding the grading of the dictation portion of the exam for the board to adopt. After a brief discussion, Mr. Cramer made a motion to adopt the draft regulations with the approved revisions. Ms. Gotelli seconded the motion; **MOTION CARRIED.**

Ms. Peak requested staff to work with Mr. Cramer regarding the format of the regulation.

REGULATIONS (continued)

Mr. Brown reviewed a draft regulation changing the application deadline from 45 to 30 days. He stated this regulation would also remove the five-year requirement for examinees. Ms. Gotelli made a motion to adopt the draft language for the regulation. Mr. Cramer seconded the motion; **MOTION CARRIED.**

FUTURE MEETING DATES

The Board agreed upon the following meeting dates:

- January 17, 2003 - Board meeting, TBA
- March 20, 2003 - Board meeting, San Francisco

ADJOURN

Ms. Peak adjourned the meeting at 6:10 p.m.

JULIE PEAK, Chair

DATE

DAVID E. BROWN, Executive Officer

DATE